

## CSS Workforce New York

### Operations & Oversight Committee Meeting Minutes

**Date:** 11.7.19

**Location:** Montour Falls

**Attendees:**

A.J. Kircher – Capabilities, Executive Director  
Bill Caudill – Steuben County Youth Bureau, Youth Programs Coordinator  
Jamie Johnson – Steuben County IDA, Executive Director  
Jeanette Frank

Staff

Dan Porter – Executive Director  
Phyllis Balliett – Deputy Director  
Rae Ann Widmer-Mason – Quality Assurance Manager  
Dave Dray – The Workplace, Systems Director

**2:40 pm – Meeting Called to Order**

- Attendance/Roll Call
  
- **Conflict of interest Disclosure**
  - No conflicts disclosed.
  
- **Motion** to approve 9/4/19 minutes by A.J, Seconded by Jeanette, Unanimous approval
  
- **Youth Program**

Summary report reviewed. There were 12 new enrollees, 5 participants in work experiences and 0 participants in training program year to date. Request from the committee to add exit information such as reason for exit and comparisons to last year's information to the reporting. The committee welcomes Keith Guthrie as the new Emerging Workforce Program lead.

Discussions on potential new referral sources included those involved in the justice system, probation. Emerging Workforce Program lead can bring back information from these sources to the committee.

- **Individuals with Disabilities**
  - Most of the new equipment has been received but there are still items lacking and this is causing further delays. Dan Porter will identify missing items and attempt to resolve quickly.

## CSS Workforce New York

### Operations & Oversight Committee Meeting Minutes

- Discussion that staff will be conducting more intensive accessibility reviews of the centers. While they are ADA compliant, could more be done?

#### ➤ **Operations:**

Operator Report: No written report, given verbally

- David Dray stated he is in the late stages of developing workshops on the value of the career center and hopes to roll them out in early 2020
- David Dray stated he has reviewed the list of workshops that were included in the contract and is exploring how to bring in others to present in addition to his staff. Dan discussed differentiating workshops by participation levels, i.e. registered v enrolled.
- Suggestion that workshop topics could include those that employers may want to send their own staff too.
- They are almost ready to have new SCEP staffing in the Elmira and Hornell career centers

#### ➤ **Quality Assurance/Performance Report**

- Rae Ann reviewed Monitoring Letter issued to the Youth Program on 9/30/19. A response from the program was received noting that all required actions have been completed on 10/29/19.

#### ➤ **Meeting Adjourned at 3:30pm**